

# HRSC-NW Training Highlights

Issue 11, Volume I

NOVEMBER 2003

## Northwest Featured Training

### Teambuilding

**When:** 18 November 2003

**Where:** Jackson Park Community Center

**Cost:** \$125

**Nomination Deadline:** 28 October 2003

Participants in this course will develop and practice the communication and problem-solving skills needed by effective team members.

- Roles and responsibilities of team members
- Stages of team development
- Causes of team conflict
- Effective meetings and work sessions
- Quality problem-solving techniques

### Calling all Training Coordinators and Admin Officers

If you are a Training Coordinator or Administrative Officer or assistant, mark your calendar now to attend the next Training Coordinator's meeting, "Harvest Your Training," Tuesday, 18 November 2003 at the Jackson Park Community Center, starting at 0830.

This important event will feature updated information on our training calendar, new features enhancing your ability to access our training information on the web, guest speakers, and more! In addition to the general information session, there will be workshops devoted to specific topics of interest which guarantee to leave you with the added knowledge you need.

Please let us know via return e-mail if you will be able to attend this important get-together! Just send an email to our Training Account at the following address: [training@nw.hroc.navy.mil](mailto:training@nw.hroc.navy.mil). Don't forget to include your full name and phone number!



## Capital Featured Training

### What do the following federal agencies have in common?

The Department of Navy, The Bureau of Alcohol, Tobacco, and Firearms, The Department of Housing and Urban Development, The Federal Communications Commission, and the Bureau of Engraving, The National Institute of Health, and The Department of Commerce, just to name a few?

As odd a mix as it seems, they all sent employees to this year's Leaders conference.

Over 180 people participated in the conference. The conference was hosted by HRSC, NW and Total Learning Solutions, a workforce development company that specializes in "soft skills" training.

With today's challenges, training in soft skills is more meaningful and relevant and requires more skill than technology training. This is further complicated in many workplaces where federal employees are having to do more with less. Individual employees are being given far more responsibilities than normal; as a result, learning how to work with different personalities is tantamount to the bottom line, and the bottom line is that we can and must manage in the age of transition.

Newly appointed Commander, Naval Installations Rear Admiral Christopher Weaver opened the conference with these words: "Change has become an ally instead of an enemy. People are the most rewarding part of transition. Give them a challenge, and then get out of way."

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## NORTHWEST COURSES

This is a current listing of **some** of the upcoming courses offered through the HRSC-NW Training Department. For more information, or a more detailed list, please visit our website. Click [here](#) to view our website. Click [here](#) for registration information. *All courses held at Jackson Park Community Center unless otherwise stated.*

### SCHEDULE OF COURSES

#### STRESS MANAGEMENT

DATE : 12/02/03                      COST: \$75  
DEADLINE : 11/10/03

#### WRITING WITH MUSCLE

DATE : 12/03/03                      COST: \$110  
DEADLINE : 11/12/03

#### MSPB UPDATE

DATE : 12/04/03                      COST: \$125  
DEADLINE : 11/13/03

#### ANTI-TERRORISM

DATE : 12/09/03                      COST: \$0  
DEADLINE : 11/18/03

#### COUNTER-INTELLIGENCE BRIEFING

DATE : 12/09/03                      COST: \$0  
DEADLINE : 11/18/03

#### HR FOR SUPERVISORS

DATE : 12/09/03-12/11/03                      COST: \$0  
DEADLINE : 11/17/03

#### MS EXCEL 2000: WORKSHEETS

PLACE : PARK STREET BREMERTON  
DATE : 12/09/03                      COST: \$168  
DEADLINE : 11/17/03

#### DEALING WITH THE EFFECTS OF STRESS

DATE : 12/10/03                      COST: \$110  
DEADLINE : 11/19/03

#### MS OFFICE : NEW FEATURES

DATE : 12/10/03                      COST: \$118  
DEADLINE : 11/18/13

#### CREATING A HEALTHY WORKPLACE

DATE : 12/11/03                      COST: \$0  
DEADLINE : 11/13/03

#### DIABETES PREVENTION

DATE : 12/11/03                      COST: \$0  
DEADLINE : 11/13/03

#### MS OUTLOOK 2000: LEVEL 1

DATE : 12/10/03                      COST: \$168  
DEADLINE : 11/18/13

## CAPITAL REGION COURSES

This is a current listing of **some** of the upcoming courses offered through the HRSC-NW Training Department. For more information, or a more detailed list, please visit our website. Click [here](#) to view our website. Click [here](#) for registration information. *All courses held at Cap Learning Center unless otherwise stated.*

### SCHEDULE OF COURSES

#### BASIC CLASSIFICATION

DATE : 1/19/04-1/23/04                      COST: \$0  
DEADLINE : 12/29/03

#### BASIC PERSONNEL MANAGEMENT FOR SUPERVISORS

DATE : 1/21/04-1/22/04                      COST: \$0  
DEADLINE : 12/31/03

#### CIVILIAN MILITARY COURSE

DATE : 1/27/04                      COST: \$0  
DEADLINE : 1/06/04

#### CIVILIAN PERSONNEL UPDATE

DATE : 2/03/04                      COST: \$0  
DEADLINE : 1/13/04

#### ADVANCED SUPERVISION

DATE : 2/10/04-2/12/04                      COST: \$240  
DEADLINE : 1/20/04

#### GRIEVANCES WORKSHOP

DATE : 2/17/04                      COST: \$0  
DEADLINE : 1/27/04

#### FEDERAL BUDGET PROCESS

DATE : 2/18/04-2/19/04                      COST: \$331  
DEADLINE : 1/28/04

#### CIVILIAN MILITARY COURSE

DATE : 2/19/04                      COST: \$0  
DEADLINE : 1/29/04

#### HEARTSAVER FIRST AID COURSE

DATE : 2/19/04                      COST: \$65  
DEADLINE : 1/29/04

#### MID-CAREER FINANCIAL MANAGEMENT

DATE : 2/24/04                      COST: \$166  
DEADLINE : 2/12/04

#### DIVERSITY TRAINING

DATE : 3/03/04                      COST: \$166  
DEADLINE : 2/11/04

#### BASIC STAFFING AND REPLACEMENT

DATE : 3/08/04-3/12/04                      COST: \$695  
DEADLINE : 2/19/04

#### MOTIVATE

DATE : 3/18/04                      COST: \$0  
DEADLINE : 2/26/04

## Training News

### *Dear Training Guru!*

We invite you to send us your questions by e-mailing us at [training@nw.hroc.navy.mil](mailto:training@nw.hroc.navy.mil). Watch for responses in upcoming issues of the HRSC, NW Training Highlights!

**Q:** What role do supervisors play in obtaining training funds for their work group?

**A:** Activity and organization supervisors have a very important role in obtaining funding for training. The Department of Navy requires each activity to develop an Annual Training Plan that prioritizes the training that will be funded. By realistically identifying the training that your employees require, you can help ensure that when the training is available, the funding will be available too. The HRSC, NW Training Department holds periodic Training Update Symposiums whereby training coordinators, fiscal officers, managers, supervisors, and others playing a key role in training decisions are invited to partake. Information includes updated training information which affects what training will be offered locally and what funding should be considered for allocating to the training needs of the organization. Visit the HRSC, NW Training Department's website at [www.donhr.navy.mil/nw/Training/TngHome.asp](http://www.donhr.navy.mil/nw/Training/TngHome.asp).

### **MANAGING YOUR TRAINING HISTORY**

Great news! There is a great and easy way to get your training history updated in the Defense Civilian Personnel Data System (DCPDS). The process involves the use of an input template that is available from your HRSC, NW Training Department. The template is in the format of a simple Excel spreadsheet that requests some basic information about the training occurrence. Once completed, the information is sent to our email account and we facilitate the entry of the data into DCPDS. If you would like more information about this process please contact us at [training@nw.hroc.navy.mil](mailto:training@nw.hroc.navy.mil).

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## Capital Featured Training

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HRSC, NW Director, Mr. Dennis Veloni, told the attendees that, "Leaders teach others to identify 'what their job is' and delight customers daily. Say 'Thank You' - Let them know when they've done a good job. Catch them doing it right and tell EVERYONE!"

As keynote speaker, future hall of famer, and National Football League player, Mr. Darrell Green pointed out; "Transition is constant. It's ever moving. The key to transition, whether personal or professional is to have a plan and to follow through with it. And in that plan, have perspective." Mr. Green had a question and answer period with the attendees, and 25 attendees were fortunate enough to walk away with autographed footballs! Mr. Green related his personal life and his professional life with transition. Key points of his speech:

- For starters, there have been a lot of gradual changes over the last twenty years or so from the "old way" image to someone expected to lead the charge in the "new global revolution."
- Along with the need for greater people skills, today's managers need a special kind of mental agility to appreciate, identify and manage an increasingly wider and more complex range of people and circumstances.
- This complexity coupled with escalating values that bring tears to one's eyes, gives transition and its management a strategic importance that, for the most part, will never change. So now you're a strategic player as well.

And all of this is happening at a time when many organizations, of necessity, are asking the managers to justify existence. What do you do about this? Can communications help you deal with your evolving functional responsibilities? Yes. In fact, I don't believe you can fulfill those responsibilities if you're not a good communicator. But where do you begin? You begin with listening to people. Ask yourself as the leader, "Are you communicating as well as you should be?"

In conclusion, the attendees were a very diverse group. Ranging from wage grade to general service, from law enforcement personnel to administrative clerks, from military to civilian employees. Workshop topics covered situational leadership, managing a diverse workforce, coaching, counseling, conflict management, human resource management, innovative thinking, strategic vision, and process oversight management. Thanks to all HRSC, NW employees for making the conference a success and managing very well in the age of transition!!!

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HRSC, Northwest Training Department proudly presents...

# *Map Your Course: The 2004 Northwest Leadership Conference and Expedition*



**Tuesday-Thursday, 27-29 April 2004**  
**0800-1600**  
**Seabeck Conference Center**

## **Featured Speakers:**

**Jim Horsley** Author of "A Different Kind of Courage" and decorated Navy pilot.

**Marilyn McCabe Love** Speaker, author, and well-known workshop presenter.

**Eugenie Jones, Bob Sheridan, De Hicks, Dr. Violet Malone, Ron Rael, Donna Zajonc, Dr. Alice Rowe**  
...and many more!

## **Workshop Topics**

- ✦ Direction to Success
- ✦ Learn to Live with Change, or Get Left Behind
- ✦ Leadership Strategies for Winners
- ✦ Fitness: Give Me a Break!
- ✦ Language of Success: Creating Powerful Conversations
- ✦ Redefining Your Time for the 21st Century
- ✦ Fireside Chat with the Experts
- ✦ Human Resource issues

...and many more!

*New this year!*

**Two days devoted to Leadership success (27-28 April) - \$235**  
**One day devoted to Human Resource issues (29 April) - \$185**  
**The whole Leadership Conference (27-29 April) - \$295 *Best Deal!***

**Visit our website for nomination details and conference information**

**[www.donhr.navy.mil/nw/Training/TngHome.asp](http://www.donhr.navy.mil/nw/Training/TngHome.asp)**

Questions? Call (360) 476-7192 or 7288 or e-mail [training@nw.hroc.navy.mil](mailto:training@nw.hroc.navy.mil)